

Guidelines for Poster Preparation and Submission

Presenters are kindly requested to create data of their presentations in advance and upload it to the designated URL as follows.

● **Poster Display Specifications**

Posters will be displayed on the closed symposium web site. Only symposium participants can view the presentation videos or pdf files and ask questions to the presenters via text chats. Access to the posters will be available only during the symposium (March 12-13, 2022).

● **Poster Submissions**

We would like all presenters to submit their poster data and other materials to our Dropbox as follows.

- ICRReDD Office will inform all presenters of the Upload URL on Tuesday, February 22nd, 2022.

- Files to Upload
 1. Presentation file (.mp4 or .pdf)
 2. Text file including "your full name" and "presentation title" (.txt or .doc)
The two pieces of information given in this file will be transferred as it is to the poster session programme.
[Example]
Name: Isaac Newton
Poster title: How to Record a Presentation
 3. Thumbnail image (.jpg or .png) (only for pdf presentation, if necessary, see below)

Please use "(First Name)_(Last Name)" with an extension as the filename for each file.

[Example]

"Isaac_Newton.mp4", "Isaac_Newton.pdf", "Isaac_Newton.txt"

- Submission Deadline
11:59 p.m. (JST), Monday, February 28, 2022.

- Presentation File Format
 - ✓ Poster format should be either video (.mp4) or pdf.
 - ✓ For a video presentation, please upload one mp4 file about 10 minutes in length. Instructions on how to create a video using PowerPoint or Zoom can be found at the bottom of this document.
 - ✓ For a pdf presentation, please upload one pdf file. You can use any size format, such as an A0 poster or 10-15 slides in 4:3 or 16:9 size. If the first page of your slides is vertically long, please also provide us with a 4:3 or 16:9 image for a thumbnail (jpg, png, etc.) by uploading the data to the designated URL given above.

- The uploaded files will be used only for the poster session of the 4th ICRReDD International symposium.

● **Preparation of Presentation Video**

We recommend using the presentation recording function of MS PowerPoint, using zoom to record your individual presentation, or other professional presentation recording tools.

The instructions for making a video using PowerPoint or Zoom are as follows:

[Video Presentation by MS Power Point 1](#)

[Video Presentation by MS Power Point 2](#)

[Using Zoom to record your individual presentation](#)

Enquiries: Administrative Office of ICRReDD
event [at] icredd.hokudai.ac.jp